

## **REQUESTS FOR PROPOSALS**

1. Proposals on **City Contract 17069MO-PS – ACQUISITION AND REUSE OF 1814 GILPIN AV.** will be received in the Division of Procurement and Records, 5<sup>th</sup> Floor, Louis L. Redding City/County Building, 800 French Street, Wilmington, Delaware, on **MONDAY, FEBRUARY 12, 2018, at 3:00 pm**
2. Proposals must be an original and three (3) copies, along with a PDF electronic copy on either a CD, DVD, or Thumb Drive, sealed in an envelope, and the envelope endorsed **“Proposal for City Contract 17069MO-PS – ACQUISITION AND REUSE OF 1814 GILPIN AV.”** and addressed to the Department of Finance, Division of Procurement and Records, 5<sup>th</sup> Floor, Louis L. Redding City/County Building, 800 French Street, Wilmington, Delaware.
3. Any proposal may be withdrawn prior to the schedule time for opening of proposals or authorized postponement thereof. No proposal may be withdrawn within sixty (60) calendar days after the actual opening thereof.
4. The successful proposer will be required to have or obtain an appropriate business license from the Department of Finance, Revenue Division, City of Wilmington, in order to be awarded the contract. Before obtaining a City of Wilmington Business License, all applicants must show proof of a current State of Delaware Business License.
5. The successful proposer will be required to withhold City of Wilmington Wage Tax from their employees and withheld taxes paid to the City of Wilmington pursuant to the provisions of the Wilmington Wage Tax Law. This law applies to people living and/or working in the City of Wilmington.
6. The U.S. Department of Commerce monitors Procurement transaction made to minority business enterprises by the City of Wilmington. The Minority Business Developments Agency’s District Office reserves the right to contact the successful minority proposer and/or subcontractor to confirm any participation in the Procurement process.
7. The successful bidder certifies that they are not listed on the Federal Governmental, Excluded Parties List System ([www.sam.gov](http://www.sam.gov)). This will be verified by the City of Wilmington and if listed may be grounds for rejection of the bid or proposal.
8. **Award and Execution of Contract**

- A. **Consideration of Proposals.** Before awarding the contract, a proposer may be required to show that he/she has the ability, experience, necessary equipment, experienced personnel, and financial resources to successfully carry out the work required by the contract.

The right is reserved to reject any and/or all proposals, to waive technicalities, to advertise for new proposals, or to proceed to do the work otherwise, if in the judgement of the department the best interest of the City will be promoted thereby.

- B. **Award of Contract.** The award of the contract, if it be awarded, must be within sixty (60) calendar days after the opening of proposals to the qualified proposer whose proposal complies with all the requirements prescribed. The successful bidder will be notified by letter mailed to the address shown on his proposal that his proposal has been accepted and has been awarded the contract.

- C. **Cancellation of Award.** The City reserves the right to cancel the award of any contract at any time before the execution of said contract by all parties without any liability against the City.
9. Any person doing business or seeking to do business with the City shall abide by the following Global Sullivan Principles:
- A. Support universal human rights and particularly, those of employees, the communities within which you operate, and parties with whom you do business.
  - B. Promote equal opportunity for employees at all levels of the company with respect to issues such as color, race, gender, age, ethnicity, or religious beliefs, and operate without unacceptable worker treatment such as the exploitation of children, physical punishment, female abuse, involuntary servitude, or other forms of abuse.
  - C. Respect employee's voluntary freedom of association.
  - D. Compensate employees to enable them to meet at least their basic needs and provide the opportunity to improve their skill and capability in order to raise their social and economic opportunities.
  - E. Provide a safe and healthy workplace; protect human health and the environment; and promote sustainable development.
  - F. Promote fair competition including respect for intellectual and other property rights, and not offer, pay, or accept bribes.
  - G. Work with governments and communities in which you do business to improve the quality of life in those communities – their educational, cultural, economic, and social well-being – and seek to provide training and opportunities for workers from disadvantaged backgrounds.
  - H. Promote the application of these principles by those with whom you do business.

Questions must be submitted via email to Phil Ceresini, Purchasing Agent at [pceresini@wilmingtonde.gov](mailto:pceresini@wilmingtonde.gov) and will not be accepted within 1 week of proposal due date.

**PROPERTY INSPECTION: Thursday, January 25, 2018 from 1:00 to 4:00 p.m. Interested parties may inspect the building at this time.**

# REQUEST FOR PROPOSALS

## **17069MO-PS**

*FOR THE ACQUISITION AND ADAPTIVE REUSE OF*

Old Fire Station #5  
1814 Gilpin Avenue  
Wilmington, DE 19806

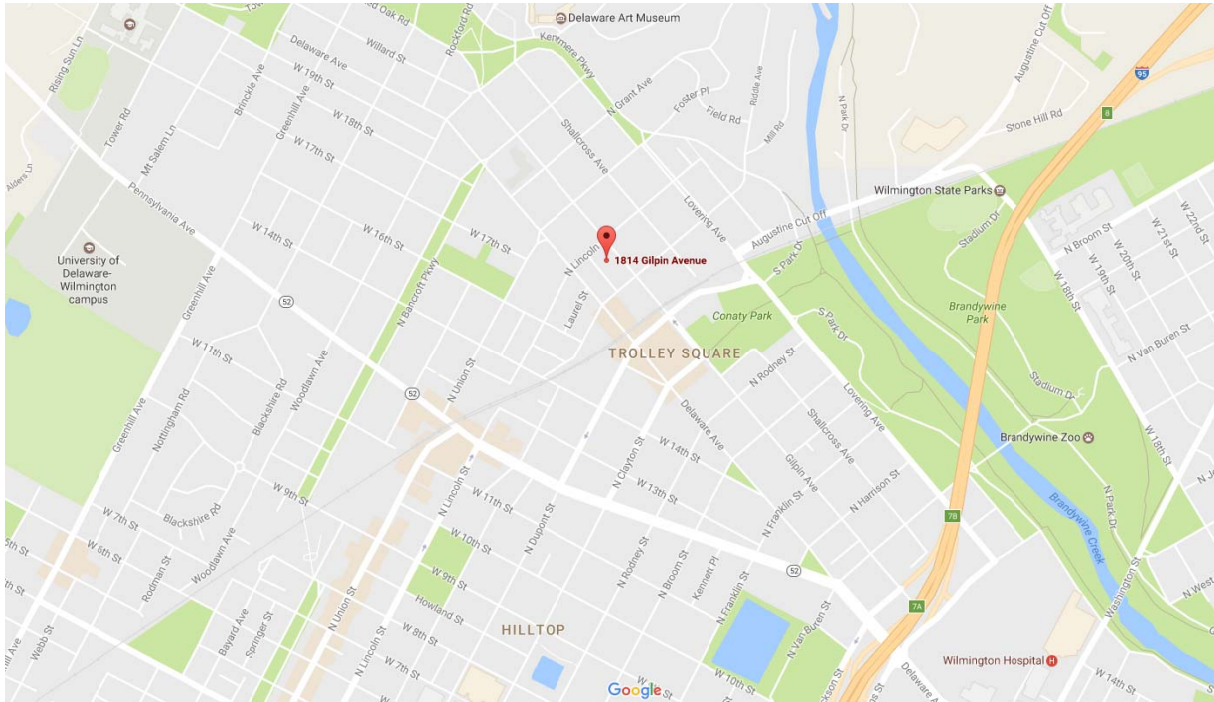


PROPOSALS DUE: 02/12/2018 by 3:00 p.m.

Contact:  
Philip Ceresini, Purchasing Agent  
Procurement Division, Department of Finance  
Louis L. Redding City/County Building  
800 N. French Street  
Wilmington, DE 19801

EMAIL: [pceresini@wilmingtonde.gov](mailto:pceresini@wilmingtonde.gov)

# REQUEST FOR PROPOSALS



Through this Request for Proposals (RFP), the City of Wilmington (City) is seeking proposals for the acquisition and reuse of the Old Fire Station #5 located at 1814 Gilpin Avenue (the Property). The Property is owned by the City and is comprised of a single tax parcel (parcel ID #2601310205) in Wilmington's 40 Acres neighborhood.

Responses must be submitted as described on page IB-1 of this document no later than Monday, February 12, 2018 at 3:00 pm and addressed to:

Philip Ceresini, Purchasing Agent  
Louis L. Redding City/County Building  
800 N. French Street  
Wilmington, DE 19801  
EMAIL: [pceresini@wilmingtonde.gov](mailto:pceresini@wilmingtonde.gov)  
PHONE: 302-576-2421

# REQUEST FOR PROPOSALS

## **OVERVIEW**

Erected in 1893, Old Fire Station #5 was an active fire station until early 2013, at which point it began to house the City of Wilmington's Fire Protection Unit. In January 2017, the Fire Protection Unit vacated the building, and it is currently used for storage. The Property is located in a neighborhood that includes residential and commercial uses. The site contains a two-story brick building and includes space for approximately 12-15 off-street parking spaces in a rear fenced and paved lot.

LOT SIZE: 11,250 square feet (0.26 acres)  
BUILDING SIZE: 5,442 square feet

## **VISION**

Given the character and uses in the surrounding neighborhood, the City prefers a conversion of the Property to residential use, and given the historic nature of the structure, the City prefers an adaptive reuse that will include preservation of the exterior.

In making the Property available for adaptive reuse, the City anticipates advancing the following objectives:

Benefit to community: Provide uses benefiting the surrounding community by increasing residential density and activity while serving as a catalyst for additional neighborhood investment.

Increase revenue generating opportunities and improve the tax base for the City.

Visually and functionally integrate with and enhance the surrounding neighborhood through enhancement of the existing façade and investment in the streetscape / sidewalk space fronting Gilpin Avenue.

Financial objective: Develop a financially viable project which maximizes investment.

Timely completion: Complete the proposed project promptly.

# REQUEST FOR PROPOSALS

## **DEVELOPMENT REGULATIONS**

### **Sec. 48-134. - R-3 districts.**

Relevant excerpts from the zoning code:

[https://library.municode.com/de/wilmington/codes/code\\_of\\_ordinances?nodeId=PTIIWICO\\_CH48ZO\\_ARTIVREDI\\_DIV2USRE\\_S48-134DI](https://library.municode.com/de/wilmington/codes/code_of_ordinances?nodeId=PTIIWICO_CH48ZO_ARTIVREDI_DIV2USRE_S48-134DI)

(c) *Uses permitted as matter of right.* The following uses are permitted as a matter of right:

(1) Any use permitted in R-1 districts under [section 48-131](#)(c) and in R-2 districts under [section 48-132](#)(c).

(d) *Uses permitted under zoning board of adjustments approval.* The following uses are permitted if approved by the zoning board of adjustment as provided in article II, division 3 of this chapter, subject to the conditions specified below in each case:

(1) Any use permitted in R-2 districts under [section 48-132](#)(d).

(f) *Automobile parking for occupants and customers.* Automobile parking for occupants and customers of buildings located in R-3 districts shall be subject to special provisions of [section 48-447](#) and article XI, division 3 of this chapter.

## **EVALUATION CRITERIA**

Evaluations will be based on:

- Amount, if any, offered to the City for the purchase of the property
- Extent to which the proposed redevelopment fits into and improves the surrounding neighborhood
- Amount of financial investment proposed for the building site
- Municipal tax revenues that will result from the acquisition and redevelopment
- The contribution that the redevelopment will make toward enhancing the quality of life in the surrounding neighborhood
- The ability to complete the project without additional investment from the City, financial stability of the developer
- The developer's prior experience with similar projects

The City will negotiate an agreement with the selected respondent, outlining the terms and conditions for conveyance and reuse of the Property.

# REQUEST FOR PROPOSALS

## **SUBMISSION MATERIALS**

All submissions should include all of the following:

A. Purchase price

B. Development team qualifications

1. Name, address, and contact information of firm or individual responding to the RFP.
2. Firm Overview – Provide a brief description of the individual or organization, history, leadership team and number of employees.
3. Experience – Provide a list of projects (past and current) detailing relevant development experience.
4. References – Provide names and contact information for people who can speak to the credibility and experience of the individual or development team.
5. Financial Viability – Provide a statement and other relevant information to demonstrate the individual or organization's capability to accomplish the proposed project.

C. Project proposal

1. Project Description – Provide a description of the proposed project, which may include a conceptual site plan / design for the site.
2. Project Rationale & Strategy – Provide information supporting the feasibility and marketability of the proposed project.
3. Development Team – Provide the qualifications of all individuals or team members anticipated to participate in the project.
4. Project Timeline – Provide an estimate of the project timeline from pre-development through construction.



**MAP 1**  
**FORTY ACRES**  
**NEIGHBORHOOD CONSERVATION DISTRICT**

WAWASET ST  
 LOVING AVE  
 SHALLCROSS AVE  
 UNION ST  
 LINCOLN ST  
 DUPORT ST  
 DELAWARE AVE  
 17 TH ST

MISSISSIPPI RIVER  
 BRIDGE  
 PARK

APRIL 2004

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# REQUEST FOR PROPOSALS

## **NEIGHBORHOOD CONSERVATION DISTRICT**

Neighborhood Conservation District designation, which is also a category of overlay zoning, is used in situations where there is considerable neighborhood support for historic protection, but not enough support for a traditional City Historic District designation. Neighborhood Conservation District designation is a method to protect the aesthetical charm and character-defining features of older neighborhoods through a formal review of demolitions and additions. Planning Department staff can administratively process many of the building permit proposals. This type of designation does not focus as much on the use of traditional building materials, or on renovation/repair projects not viewable from the public right-of-way. Rather, the objectives are maintenance of streetscape views and architectural elements of individual structures that make up the streetscape as a whole.

## **FORTY ACRES**

In 2004, Wilmington's first Neighborhood Conservation District was established in the 8<sup>th</sup> District neighborhood of Forty Acres. The name "Forty Acres" was derived after the Lovering Family's 18<sup>th</sup> Century, 94-acre "Hope Farm" was subdivided in June 1864, and 40 acres of land was sold to Joshua Heald and William Tatnall for the purpose of offering building lots in June of 1864. Today, Forty Acres is a compact neighborhood that could be considered an early "streetcar suburb" of Wilmington. The Wilmington Passenger Railway's station and car barns [1864], and the Baltimore & Ohio Railroad's Middle Depot [1884] were important landmarks of the neighborhood, as is the Logan House hotel [1865] that is still in operation. Two and three story red brick townhouses and semi-detached twin homes predominate the neighborhood.

## **NATIONAL REGISTER OF HISTORIC PLACES**

"Water Witch Steam Fire Engine Company No. 5" was placed on the National Register on 9/23/2011. It is significant in the areas of: Architecture; Community Planning and Development; Social History; and, Politics and Government. Water Witch was the last historic fire station in use in Wilmington, and it represents the transition from volunteer organizations to a paid professional department. The National Register nomination for Water Witch Station 5 may be obtained by contacting Debra Martin, Historic Preservation Planner, at 302-576-3107, [dmartin@wilmingtonde.gov](mailto:dmartin@wilmingtonde.gov)

## **Historic Preservation Tax Credits**

With the National Register designation, the property is eligible for the voluntary participation in the Historic Preservation Tax Credit programs of the federal government and State of Delaware. Applications for both programs are administered by the Delaware Department of State, Division of Historical and Cultural Affairs in Dover. Both programs follow the guidance of the Secretary of the Interior's Standards for Rehabilitating Historic Properties.

<http://history.delaware.gov/preservation/taxcredit.shtml>

<https://www.nps.gov/tps/standards/rehabilitation.htm>

A list of other incentives for Historic Properties in Wilmington is attached on the following page

## **INCENTIVE PROGRAMS FOR NATIONAL REGISTER PROPERTIES**

### **City of Wilmington**

#### **1. Federal Historic Preservation Tax Incentives**

Income-producing properties are eligible for up to a 20% tax credit for substantial, certified rehabilitation expenditures for certified historic structures. [This program does not apply to owner-occupied residential properties currently.] The program is administered in three parts. Part 1, *Evaluation of Significance*, certifies that a property included in a National Register district actually contributes to the significance of that district. Individually listed National Register properties are already certified historic structures and do not require Part 1. Unlisted historic properties can use the Part 1 application to request a preliminary determination of significance from the National Park Service (NPS). If the property is found to be significant, the NPS can allow the project to proceed while the National Register nomination is being prepared by the applicant. Part 2 of the application is the *Description of Rehabilitation*. Certification of this portion acknowledges that the plans are consistent with the historic character of the building and do not harm or cover up significant historic features of the interior or exterior. Part 3, *Request for Certification of Completed Work* is a final inspection to verify that the approved plans were carried out as stated in Part 2.

The Delaware Division of Historical and Cultural Affairs is the first point of contact for property owners. They provide application forms, guidance, and make certification recommendations for Parts 1, 2 and 3 to the National Park Service (NPS). The NPS reviews the applications, makes certification decisions, and transmits decisions to the Internal Revenue Service. Frequently, property owners consult with tax attorneys or tax credit specialists for assistance with the program. Details of the program can be found in the National Park Service pamphlet titled “Preservation Tax Incentives for Historic Buildings.” Visit the NPS website <http://www.nps.gov/tps/tax-incentives.htm>

Code References: U.S. Department of the Interior: 36 CFR Part 67; Treasury Regulation Section 1.48-12.

#### **2. Delaware Historic Preservation Tax Credits**

The Delaware Historic Preservation Tax Credit can be applied to rehabilitations of both income-producing and owner-occupied certified historic properties. Properties that may be considered for certification include those listed on the National Register and those designated historic by local ordinance. The state program uses criteria similar to the federal program, and coordination when both programs are used is easily accomplished. State credits range from 20% to 40% depending upon eligibility for other tax credit programs, including the low-income housing tax credit. Projects involving owner-occupied residential properties have a tax credit cap of \$20,000. The fiscal yearly cap for the sum of all state credits is \$5,000,000. The Delaware Historic Preservation Tax Credit program is currently authorized through June 30, 2020. The full text of the regulations can be obtained by contacting the Delaware Division of Historical and Cultural Affairs or by visiting the website at [www.state.de.us/shpo](http://www.state.de.us/shpo)

Code References: Statutory Authority: Title 30 Delaware Code, Chapter 18 Subchapter II Section 1815(b), (as amended).

### **3. City of Wilmington Property Tax Abatement Program for Historic Structures**

Any property that is on the National Register of Historic Places and any property within a City Historic District (overlay zoning) are eligible for this incentive program, which amounts to abatement of any increased tax assessment resulting from a substantial and qualified rehabilitation or new construction. There is no maximum increased valuation limit. Renovation of an existing structure carries an abatement period of 10 years from the date of the increased assessment; new construction carries an abatement period of 5 years. The work must meet City Historic District requirements and the City's Finance Director must approve a documentation package. The legislation is authorized through June 30, 2018. A complete copy of the ordinance can be obtained by calling the office of the City Clerk, or the relevant code section can be viewed through the City's website at [www.wilmingtonDE.gov](http://www.wilmingtonDE.gov). Contact the Department of Planning to receive a copy of the City Historic District guidelines and an abatement application. Additionally, obtain an application online from the City's website: [www.wilmingtonDE.gov/docs/202/property-tax-exemption-program.pdf](http://www.wilmingtonDE.gov/docs/202/property-tax-exemption-program.pdf).

Code References: Ordinance No. 00-063 & No. 06-041. Chapter 44-70 of Wilmington City Code.

### **4. Delaware Preservation Fund**

The Delaware Preservation Fund maintains a program of property easements, low-interest loans and small grants targeting National Register and locally designated historic properties. Application forms can be found at the Preservation Delaware website: [www.preservationde.org](http://www.preservationde.org)

## **CONTACT INFORMATION**

Delaware Preservation Fund, Inc.  
302-832-0300; [dpf@dca.net](mailto:dpf@dca.net)

Delaware Division of Historical and Cultural Affairs – Timothy Slavin, Director  
302-736-7400

City of Wilmington, Department of Planning - Patricia Maley, City Historic District/DRPC Coordinator  
302-576-3113; [pmaley@wilmingtonde.gov](mailto:pmaley@wilmingtonde.gov)

City of Wilmington, Department of Planning - Debra Martin, Preservation Planner  
302-576-3107; [dmartin@wilmingtonde.gov](mailto:dmartin@wilmingtonde.gov)

City of Wilmington, Department of Finance  
302-576-4320 (Division of Revenue)

Disclaimer: This two-page summary has been compiled to give owners of National Register properties an overview of incentive programs available to them. Owners are strongly urged to obtain the primary materials for each program (as referenced) and to read them carefully before deciding whether or not to participate in the program(s). The City of Wilmington is not responsible for any errors or omissions in this summary document.